

**CITY OF MILPITAS
FAMILY CHILD CARE ASSISTANCE FUND**

PURPOSE:

The purpose of this fund is to increase program quality in Milpitas family child care homes. By submitting a grant request to the City, approved Milpitas family child care providers have the opportunity to purchase services and supplies which will create safer and more enriching environments for children. A family child care home is defined as a business, licensed to provide child care services in the provider's primary residence. All family child care homes are described as small or large, depending on the number and ages of children cared for, but can serve no more than 14 children. The City of Milpitas' Child Care Master Plan, adopted April 2002, introduces the vision "Quality Child Care: an investment in the future of children, families and our community." Since its inception in 1996, this grant fund has supported this vision by investing in quality improvements for Milpitas family child care providers.

ELIGIBILITY REQUIREMENTS:

1. The family child care home must be located within the Milpitas City limits.
2. Individuals requesting funds must possess a valid family child care home license issued by the Department of Social Services Community Care Licensing Division. Applicants must attach a copy of the current license to the grant application. Individuals who possess provisional, suspended or revoked licenses shall not be eligible for funding assistance.
3. Individuals requesting funds must have been providing licensed family child care within the Milpitas City limits for a minimum of one year.
4. Effective fiscal year 2004/2005, individuals are eligible to receive funding for a maximum of three consecutive years. Providers caring for special needs children are exempt from this requirement.
5. Applicants who have received grant funding in prior fiscal years must have completed the required documentation to be considered for funding in subsequent years. Applicants with incomplete documentation from prior years will not be considered for funding until the required paperwork has been submitted.

FUNDING PRIORITIES:

First priority will be given:

1. To support the care and supervision of special needs or developmentally delayed or disabled children. Acceptable expenditures include (but are not limited to) fees for professional environmental assessments, the purchase of specialized toys and equipment and facility modifications.

Second priority will be given:

1. For services and supplies, which enhance the program quality of the family child care home.
2. For supplies and equipment, which promote the health and safety of the children.
3. To support the providers' continuing education in the field of early childhood education and development. Examples of appropriate expenditures include workshop fees, college course tuition and training seminar costs.
4. For fees and costs associated with Accreditation and quality assessment tools. Quality child care assessment programs sponsored by nationally recognized organizations shall be eligible for funding, such as the National Association for the Education of Young Children (NAEYC) and the National Family Child Care Association (NAFCC). Program and membership fees as well as recommended quality enhancement supplies are permitted under this funding category.

Funding will not be given:

1. For ongoing salary cost for substitute staff, when provider replacement is needed.
2. For purchasing materials and equipment which do not have a direct influence on program quality.
3. For college course tuition reimbursement for classes that do not directly relate to child development, the care and supervision of children, interacting with families, or the management of a small business.

FISCAL LIMITS AND CONDITIONS:

1. The maximum amount for any Family Child Care Assistance Fund Grant is \$500.00 per fiscal year.
2. The Parks, Recreation, and Cultural Resources Commission may recommend any amount deemed appropriate, which may be less than or up to the full \$500.00 annual limit.
3. Individuals who have received grants and whose licenses are subsequently revoked or suspended for any reason shall report such revocation or suspension to the child care coordinator promptly. Such providers will not be eligible for further grant assistance until their license has been fully reinstated. In addition, individuals whose licenses are revoked or suspended shall return any unexpended grant funds to the coordinator.
4. Should a family child care program operating with grant assistance under this program cease operations for any reason, the grant recipient shall likewise return unexpended grant funds to the City of Milpitas through the coordinator.

APPLICATION PROCESS:

1. The applicant requests a Family Child Care Assistance Fund Grant packet from the City of Milpitas Recreation Services, 457 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3210.
2. The applicant reviews the Policies and Procedures, completes the application for funding and attaches a copy of their current family child care license issued by Community Care Licensing. Applicant shall indicate how the proposed services or supplies will impact program quality.
3. The applicant submits the completed application to the City of Milpitas Recreation Services, 457 E. Calaveras Blvd., Milpitas, CA 95035, Attention: Child Care Coordinator.
4. Staff reviews the application and places the item on the agenda for the next Parks, Recreation and Cultural Resources Commission meeting, generally within 45 days of receipt. Staff notifies the applicant regarding application conformance to guidelines, timeline for meetings and process for grant funding.

5. Applicant must attend the Parks, Recreation and Cultural Resources Commission meeting in order to be available to answer any questions the Commission may have regarding the application. Applicants who do not attend the meeting will not have their request reviewed. Instead, the application will be agendaized for consideration the following meeting. Commission meetings are generally held the first Monday of every month.
6. The Commission considers applications and recommends grant awards in the order the applications are received, until all allocated funds for the fiscal year are expended. The fiscal year begins in July and ends in June.
7. The Commission's recommendations are forwarded to the City Council for final approval.
8. Upon City Council approval, the grantee meets with staff to enter into a contract with the City. Funding is treated as a contract service. The grantee signs the Family Child Care Assistance Fund Grant Acceptance Form upon receipt of payment. This form verifies that the grantee has received the funding, and that he/she agrees to spend the funds on the purposes listed in their approved grant application. Staff and the grantee both receive a copy of the signed agreement.
9. Grantee completes the Family Child Care Assistance Fund Grant Press Release Consent form, indicating whether or not the grantee approves of media coverage of the grant. The press release information will include non-confidential information only, such as the name of the grantee and the approved services or supplies to be purchased. The address of the provider will not be disclosed.
10. Within one year of the receipt of the grant, the grantee submits a Family Child Care Assistance Fund Grant Final Report, indicating how the funding assisted with program quality enhancements. Copies of receipts are attached to the Final Report to verify that the funds were spent in accordance with the approved application. The grantee submits the required documentation to the City of Milpitas Recreation Services, 457 E. Calaveras Blvd., Milpitas, CA 95035, Attention: Child Care Coordinator.
11. Should the grantee fail to submit documentation within the one-year timeline, staff will mail a reminder letter indicating which items are missing. Grantees shall not be eligible for subsequent funding until the City has received all of the required documentation for the current grant.